



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
600 RICHARDSON DRIVE # 5000  
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO  
ATTENTION OF:

APVR-RDL-SS (700)

MAY 29 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: External Standard Operating Procedures (SOP) for Inventory Temporarily In Use (ITIU) for Supply Class VII (DOL/DCSLOG Policy Number 4-26)

1. References:

- a. AR 710-1, Integrated Material Management of the Army Supply System.
- b. AR 700-131, Loan and Lease of Army Material.
- c. AR 37-1, Financial Administration.
- d. AR 725-1, Special Authorization and Procedures for Issue, Sales, and Loans.
- e. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures)

2. Purpose: To provide information on the temporary loan of Supply Class VII Installation Supply Support Activity (ISSA) equipment using Inventory Temporarily in Use (ITIU) procedures.

3. General:

a. ITIU requests for supply class VII will be approved by USARPAC and Army Materiel Command (AMC) when the following forms are not provided at time of request. All requests will have a copy of the DA Form 4610-R to Force Management requesting Table of Organization and Equipment (TOE/MTOE) changes and the memorandum to Manpower for Section III nonstandard additions.

b. Supply Classes II, IIIPKG, IV and IX expendable items are not placed on loan. Should an urgent peacetime requirement develop for these items to correct a readiness problem or to support immediate operational requirements, the submission of an issue priority designator 01 - 03 requisition will release the stock for issue.

4. Procedure:

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a. Loan requests:

(1) Memorandum for requests will be submitted through the unit's S4 and supporting Property Book Officer to the Directorate of Logistics (DOL). Requests for equipment must contain the following:

- (a) Line Item Number (LIN)
- (b) National Stock Number (NSN)
- (c) Nomenclature
- (d) Authorized and on-hand quantities for unit requiring loan
- (e) Date required
- (f) Length of time required
- (g) Date of return

(h) Justification: The requester will prepare a statement to the fact that the resources of the activity cannot fill the loan requirement. This statement will be verified by DOL and the Property Book Officer.

(i) Cost of packaging, packing, transportation, and handling from source of supply to destination and return will be borne by the requesting organization.

(2) Request will arrive at the DOL 45 days before the desired issue date. Attach DA form 2765 or DD Form 1348-1 for each requested item and include quantity, stock number, noun, unit requesting item, point of contact, office symbol, current DSN number, and a Property Book Office document number (if vehicles are being issued, one document per vehicle/BII package). The using unit will be held accountable for all costs included due to lost or damaged property. Item must be returned in the same condition as loaned; fair wear and tear excepted. Unit will be charged for the repairs accomplished after turn-in or the cost of the item if it is not repairable.

(3) Units will receive confirmation from Supply Operations Branch, DOL on items that have been approved for loan.

(4) Equipment loaned will be accounted for in the Property Book Office, IAW DA PAM 710-2-1.

APVR-RDL-SS

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b. Issue:

(1) Units will report to one of the following issue facilities when they are to pick up ITIU equipment:

Fort Richardson  
Building 804, Door 16  
DSN (317) 384-2801

Fort Wainwright  
Bldg 3030  
DSN (317) 353-6577

(2) A valid signature card, DA Form 1687, along with a copy of assumption of commander orders for commanders or appointing memorandum for accountable officers, must be on file at the issue point before equipment will be released.

c. Turn-In:

(1) Technical inspections are required. Units are required to make their own appointment for inspection of equipment/vehicles with one of the following:

Fort Richardson  
Special Purpose Equipment Repair Shop  
384-2938/2928

Fort Wainwright  
V & W Shop  
353-1649

(2) Turn-in document, DA Form 2765 or DD Form 1348-1, must be prepared by the unit with the following information: stock number, nomenclature, serial number, and ITIU loan number, with the **original/same document number equipment was issued on**. Enclose one copy of issue document, DD Form 1348-1, and if applicable, a copy of the technical inspection. Unit must provide turn-in document along with equipment to the same facility from which the item was issued.


5. Additional information and assistance can be obtained from Rowena Adams, Supply Operations Branch, APVR-RDL-OSS, 384-7107, Email [rowena.adams@richardson.army.mil](mailto:rowena.adams@richardson.army.mil).

FOR THE COMMANDER:

2 Encl

1. DA Form 4610-R

2. TDA Authorization Sample

  
THOMAS M. SHEA  
COL, TC  
Director of Logistics

DISTRIBUTION:

B

## EQUIPMENT CHANGES IN MTOE/TDA

For use of this form, see AR 71-32; the proponent agency is ODCSOPS

1. TITLE OF FUNCTIONAL AREA	2. UIC
TDA Paragraph title (e.g., Central Issue Facility, Supply and Services Division, DOL)	W4UJAA
3. UNIT DESIGNATION	5. CCNUM
US ARMY GARRISON ALASKA	P10103
4. MTOE/TDA NUMBER	P1W4UJAA

## PART I - EQUIPMENT

## SECTION A - ITEMS TO BE ADDED AND/OR DELETED

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY ADDED		QUANTITY DELETED		NEW PARA QTY		NEW RECAP QTY		Qty On Hand Not Auth
							REQ	AUTH	REQ	AUTH	REQ	AUTH	REQ	AUTH	
1	030B	X49198	C	6	Truck, lift, fork, optional	6,336	2	2	0	0	4	4	11	11	0

## SECTION B - ITEMS TO BE DELETED FROM OTHER MTOE/TDA

ITEM NO.	PARA	LIN	ERC	SB 700-20 CHAPTER	NOMENCLATURE (BASIC NOUN)	COST	QUANTITY DELETED		UIC	MTOE/TDA NUMBER	CCNUM	Asset To Be Trf		REMARKS
							REQ	AUTH				YES	NO	

## PART II - PERSONNEL -- NUMBER OF POSITIONS TO BE ADDED (A) AND/OR DELETED (D)

ITEM NO.	PARA	LINE	No. Positions (A)/(D)	DESCRIPTION	GR	MOS	ASI/LIC	BR	ID	AMSC	NEW RECAP	
											REQ	AUTH

DA FORM 4610-R, SEP 96

EDITION OF DA FORM 4610-R, JAN 80 IS OBSOLETE.

USAPPC V2.00

Encl 1, pg 1 of 4

## HOW TO PREPARE DA FORM 4610-R FOR TDA CHANGES

### I. Part I, Heading

1. Title of Functional Area. The using unit designation, which will be the TDA Paragraph Title (e.g., Allied Trades; 6th FA Tng Btry HQ).
2. UIC. Unit Identification Code (e.g., W0VFAA).
3. Unit Designation. The parent organization for which the basic TDA is established (e.g., Shop Ops Br, Maint Div, DOL).
4. MTOE/TDA Number. The latest approved TDA (e.g., FCW0VFAA).
5. CCNUM. Command Control Number of the latest approved TDA (e.g., FC 2095). Changes can only be requested against the latest approved TDA.

### II. Part II, Equipment, Section A - Items to be Added and/or Deleted

6. Item No. Each item being requested will be numbered in sequence (e.g., 1,2,3) for each paragraph of the TDA.
7. Paragraph. The TDA paragraph for which the equipment is being requested (user paragraph).
8. LIN. The Line Item Number of the equipment being requested. LINs are found in SB 700-20. List LIN in alphanumeric sequence for each paragraph (e.g., A56293, B04443, C19234).
9. ERC. Equipment Requirements Code - FOR TDA EQUIPMENT CHANGE REQUESTS ONLY - Indicate "C" for DA controlled items.
10. SB 700-20 Chapter. Indicate the chapter of SB 700-20 in which the LIN is located. Only **Chapter 2 and 6** equipment is placed on the TDA. HQDA will occasionally authorize **Chapter 4**, Developmental items (Z LIN) for documentation in the TDA.
11. Nomenclature. Use the item description found in SB 700-20.
12. Cost. Use the unit cost found in the SB 700-20 (cost of the first NSN, if more than one is listed).
13. Quantity Added, REQ/AUTH: Indicate the quantity you are requesting.
14. Quantity Deleted, REQ/AUTH: Indicate the quantity you wish to delete only if it is associated with the simultaneous request for additional equipment. Be sure you are authorized this equipment before you request a deletion.
15. New Para Qty, REQ/AUTH: Indicate required quantity for LIN you are requesting plus any of the same LIN already authorized in the same TDA paragraph. If you are deleting an item, subtract the

deleted quantity from the quantity already authorized in that paragraph.

16. New Recap Qty, REQ/AUTH: Check for the LIN in required/authorized columns of the "Recapitulation Section III Equipment" at the end of Section III Equipment of your TDA. Add the quantity in the recap, plus the quantity you are adding and indicate in this column. If you are deleting the item, subtract the deleted quantity from the recap quantity.

17. Qty On Hand, Not Auth: If any of the quantity you are requesting is already on hand, without TDA authorization, indicate in this column.

### III. Part II - Equipment, Section B. Items to be Deleted from Other MTOE/TDA

Use this section when equipment being requested is to be transferred from another MTOE/TDA IAW instructions on reverse side of DA Form 4610-R.

### IV. Part III - Personnel

Number of Positions to be Added (A) and or Deleted (D) - 37 through 49. Use instructions on reverse side of DA Form 4610-R. Do Not Use This Section To Request Additional Personnel.

### V. Part IV - Justification

Must be prepared IAW AR 71-32, **Chapter 6, Appendixes D, E and F**. Follow these guidelines or your request will be returned. Each item will be numbered to correspond with item numbers on front of form. Justification will include why you need the equipment and how it will be used; NOT how the item(s) work(s). Also include what will happen if the request is NOT approved. Blanket justification for several items listed in Part II is not acceptable. Also include in the justification a Point of Contact (POC) and a telephone number of the individual having knowledge of specific requirements and capabilities of requested equipment. If requested equipment is required by Technical Manual (TM), attach a copy of the page from the TM listing this equipment. If the equipment you are requesting is for training, the following information is required as part of your justification.

1. Equipment to student ratio.
2. Number and types of classes taught per year.
3. Number of students per class.
4. Interrelationship of the equipment.

Figure 4-4. How to Prepare DA Form 4610-R for TDA Changes

5. A Program of Instruction (POI) which lists required equipment should be attached to DA Form 4610-R. Section A and columnar headings as identified on DA Form 4610-R (**Figure 4-5**)

**V. Continuation Sheets.** Prepare continuation sheets on plain bond paper with "Part III – Equipment,"

**Figure 4-4. How to Prepare DA FORM 4610-R for TDA Changes (Continue)**

*Encl 1, pg 3 of 4*

# PART III - JUSTIFICATION

Two Forklifts are currently authorized and on hand; however, two additional forklifts are required for the Class I and Class IV warehouses to handle the large quantity of bulk items received, stored and issued on a daily basis. Additional personnel will be required if this request is not approved. Forklift requirements were determined by using the method of computation provided in AR 71-32, paragraph D-29 Appendix D.

8,201 (estimated tonnage for 12 months)  
 -732 (less estimated tonnage handled by other means)  
 7,469

Class I - 2,464 (estimated tons) divided by 3.0 (tons per hour of forklift operation) = 821  
 Class IV - 5,005 (estimated tons) divided by 1.5 (tons per hour of forklift operation) = 3,367

4,188 Total Hours Forklift  
 Operations for 12 months

Using 5 day week; 52 weeks per year; less 110 holidays; 8 hours potential operation per day and 50% standard of usage, the total number of available hours for 12 months would be (5X52X8) 2080 - (10X8) 80 X.05 = 1000

4,188 (total hours forklift operation for 12 months) divided by 1,000 (total no. available hours for 12 months) = 4.188 or 4 total requirements

POC: name and phone

## INSTRUCTIONS

Each part of the form must be completed. "NA" will be used when the part is not applicable. If additional space is needed, continue on bond paper in format prescribed.

### PART I - SECTION A:

1. Three copies of each form will be forwarded as a separate enclosure to letter of transmittal.
2. Show deletion when an item(s) will be deleted to satisfy the item being requested.

### PART I - SECTION B:

1. Complete this part when the item being requested will be transferred from another MTOE/TDA.
2. The remarks column will identify the item number in Section A that the transfer will affect.

### PART II:

1. The ID and AMSC columns will be filled in when applicable. The remaining columns are self explanatory.
2. This part will be completed when new MOS are required for the equipment requested. A like number of MOS must be shown as deleted.
3. When an increase is listed, a like number of positions must be deleted. Indicate as "(D)".

PART III: This part will be completed IAW AR 71-32 with the following additional information when applicable --

1. Why presently authorized equipment cannot be used.
2. If the request is approved, the deletion will occur simultaneously.
3. Why the tactical vehicle is required for a TDA unit.

Encl 7 pg 484

MEMORANDUM FOR DCSRM (APVR-RRM-DM)

SUBJECT: Request for TDA Authorization for Generator Set, Diesel, 45 KW (DA Controlled)

1. Reference AR 71-32, Chapter 6.
2. Request the DA controlled equipment identified on enclosed DA Form 4610-R be approved for addition to TDA P1XXXXXX.
3. Enter a brief synopsis of the justification and rational for this equipment.
4. Point of contact this headquarters is CPT Jones, DSN XXX-XXXX.

Encl

UNIT/ACTIVITY  
SIGNATURE BLOCK

**Figure 4-1. Sample Memorandum Request for TDA Authorization**

Encl 2